RULES AND ORDERS,

BODLEIANA · BIBLIOTHECA

FOR THE REGULATION OF THE

WORKHOUSE,

OF THE PARISH OF

Enfield, in the County of *Middlesex*,

FORMED BY THE

COMMITTEE appointed for that purpose,

AND AGREED TO

At a VESTRY held on the 2d Day of APRIL, 1787.

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RULES

AND

ORDERS.

IMPRIMIS.

THE Committee appointed at a Veſtry held for the ſaid Pariſh of *Enfield*, on the 19th of March 1787, to form Rules and Orders for the regulation of the Workhouſe of the ſaid pariſh report.

That in order to form a true judgment of the neceſſary regulations, they have taken a view of the Workhouſe of the pariſh of *Cheſhunt*, and have been informed of the rules under which the ſame is regulated, and do approve of the order thereof, and recommend this pariſh to adopt as far as the nature and ſituation of the preſent Workhouſe will admit, the ſeveral rules, regulations, and orders therein eſtabliſhed. This Committee being of opinion from the preſent ſtate of the Poor-houſe, and the ſeveral inconveniencies thereof; that the whole of the uſeful regulations therein eſtabliſhed, cannot be carried into execution in ſuch an improper place as the preſent Workhouſe.

That the ſaid Committee do recommend that the following orders for regulating the poor in the houſe be ſtrictly adhered to; and that the Maſter and Miſtreſs do alſo act in every reſpect agreeably to the rules and orders hereafter ſet forth, viz.

Duty of Maſter and Miſtreſs.

I. THAT the care of the houſe and management of the poor therein, be by a maſter and miſtreſs who muſt be ſober and orderly perſons apt to teach and ſkilled in houſekeeping, and punctually conform themſelves to the directions of the Veſtry and Committee, and to ſuch of the following rules as may any ways concern them, and that they do all that lies in their power to promote induſtry, frugality, peace, and piety in the ſaid houſe; and for that purpoſe, that they do not on any pretence, ſuffer any of the paupers that are capable of any employment to remain unemployed.

II. That the Maſter and Miſtreſs follow no other employment, buſineſs, or intereſt, but that of the pariſh.

III. That the Maſter and Miſtreſs be never abſent from the houſe, at the ſame time, on any pretence whatever, without the ſpecial licence of the Committee, if for a whole day, or if for a ſhorter term, of the Churchwarden or Overſeer of the Town quarter, entered in the Order Book, and ſigned by the Chairman

of

of ſuch Committee, or ſuch Churchwarden, or Overſeer.

IV. That they receive no perſon into the houſe, or diſcharge any perſon therefrom, without an order in writing from the Committee, or one, or more of the Churchwardens, or Overſeers. That they keep an accurate account or calender of all perſons received into the houſe, the time when, on what account, by whoſe orders, and of their ſex and ages, and in like manner of all perſons diſcharged, or departing out of the ſaid Workhouſe; and that ſuch account be at all times produced to the Committee, or any inhabitant of the ſaid pariſh. That the ſame be always fairly tranſcribed on the firſt day of every month.

V. That they keep a regular book to enter all proviſions, goods, wares, and merchandizes received from every particular tradeſman, ſpecifying the articles, quantities, qualities, and price of every article; and that they do on the laſt Tueſday in every month balance each account; and that they do alſo keep the ſeveral other accounts of the ſaid houſe in a fair and regular manner, agreeable to the books to be prepared for that purpoſe, and produce the ſame at every Committee, and in caſe it ſhall happen that the Committee ſhall not attend, that they do inform the Overſeer of the town quarter on the day after the uſual Committee day, of every thing that they may foreſee to be neceſſary for the uſe of the houſe. That ſuch Maſter and Miſtreſs do not on any account, permit any proviſion, or goods to be received into

the houſe, unleſs a note is ſent by the perſon furniſhing the ſame of the weight, or contents, and price thereof; and that ſuch proviſions or goods be immediately weighed, or meaſured; and in caſe any deficiency ſhall be found either in the quantity, quality, weight, or meaſure, that they do immediately return the ſame, and give notice thereof to the neareſt Churchwarden or Overſeer, and to the next Committee.

VI. That they do on no account whatever, ſuffer any embezzlement, or waſte of proviſions, goods, or materials; and that they do not deliver any ſuch out of the houſe without an order in writing from the Veſtry Committee, or one of the Churchwardens, or Overſeers, and in that caſe deliver to the next Committee, a particular account thereof.

VII. That they, on every Veſtry or Committee day, or when required, give a true ſtate of the poor in the workhouſe, and of their behaviour, in order that they who behave well may be rewarded, and thoſe who behave ill puniſhed.

VIII. That the whole family, except ſuch as of neceſſity muſt be at home, go in ſtrict order every Sunday morning and afternoon to the pariſh church, accompanied by the Maſter or Miſtreſs, and the Beadle, and return in the ſame manner, except ſuch as have been otherwiſe educated, who are conſtantly to repair to their reſpective places of worſhip, under the direction of a proper perſon appointed by the Maſter. That the poor be always

always ſeated in the church before the Saints bell rings, and do not return therefrom until after the organ has done playing; and that the vacant time on Sundays be employedin reading, or hearing ſome portion of the Holy Scripture, with a part of theWhole Duty of Man.

IX. That the Maſter and Miſtreſs do inſtruct, and cauſe to be inſtructed, all the poor in the houſe, in ſuch uſeful employment as ſhall be directed by the Committee, and to that end, do take care that every perſon diligently perform the taſks aſſigned them.

X. That the maſter or miſtreſs do cut out, and make up, or cauſe to be made up, all the wearing apparel, Linen, and bedding that ſhall be needful for the uſe of the houſe.

ORDERS RESPECTING THE POOR.

I. That on the admiſſion of every pauper into the houſe, he or ſhe ſhall, if neceſſary, be ſtripped and waſhed clean, and be examined by the ſurgeon and apothecary, to ſee that they are not afflicted with any infectious diſeaſe, and whenever ſuch diſorder ſhall be ſuſpected, they are to be kept alone till he ſhall report their health and fitneſs for Society.

II. That all paupers in the ſaid houſe, quietly bear the juſt reproofs of the Maſter and Miſtreſs, and do not preſume to utter any abuſive or indecent language towards them, but if any find themſelves ill uſed by the ſaid Maſter or Miſtreſs, they are to complain to the

Committee

Committee at their reſpective viſitations of the ſaid houſe.

III. That all the family, except the ſick, be up, dreſſed, waſhed, and combed, by ſix in the Summer and ſeven in the Winter mornings, and appear in the dining room where prayers are to be read by the Maſter, or ſome fit perſon appointed by him: after which every one ſhall immediately go to their proper employment, till eight o'clock, when all ſhall breakfaſt, for which half an hour ſhall be allowed, and then all ſhall diligently work till twelve, when all ſhall dine, and at once return to work till ſix, when a chapter, and ſuch evening prayers as ſhall be appointed by the Miniſter ſhall be read, and from thence, till ſupper ſhall be allowed, for recreation, their friends may viſit them, or they may otherwiſe uſefully employ themſelves till eight, when all ſhall ſup, and at nine be in bed; and that between *Michaelmas* and *Lady-day*, the hours for recreation and for receiving the viſits of their friends, ſhall be ſettled by the Committee. No pauper ſhall on any pretence go on the outer ſide of the yard gate, without leave from the Maſter or Miſtreſs; and if any perſon preſume to lie out of the houſe one night, they are not to be admitted again, without an order from the majority of the officers; and from prayer time in the morning till breakfaſt, and after three in the afternoon, all the children, boys and girls, ſhall be inſtructed in reading, and in the firſt principles of the chriſtian religion; and all ſuch as are able in the other

parts

parts of the day, ſhall be taught and made to work.

IV. That no perſon preſume to beg within or out of the houſe, on pain of loſing one of their meals for the firſt offence, and of being puniſhed for the ſecond, and every other offence at the diſcretion of the Commitee.

V. That all the poor diligently apply themſelves to the ſeveral employments they ſhall be directed by the Maſter and Miſtreſs, and on no occaſion, or pretence whatever, make uſe of any oaths, abuſive, obſcene, or bad language, or quarrel between themſelves, but in caſe of any diſpute, refer themſelves to the Maſter and Miſtreſs who are hereby required to attend the ſame, and (if they ſhall find it neceſſary) to puniſh the delinquents.

VI. That rewards be made to thoſe who ſhall behave decently, ſoberly, and induſtriouſly, and that ſuch as behave otherwiſe, be puniſhed with the utmoſt ſeverity.

VII. That no perſon on any pretence, bring any ſpirituous liquors into the houſe, except by order of the apothecary.

VIII. That no perſon waſte, deſtroy, ſell, or otherwiſe diſpoſe of any of the cloaths, proviſions, ſtores, or goods belonging to the houſe, on pain of the ſevereſt puniſhment that can be legally inflicted.

IX. That every perſon on the appearance of any diſorder, or illneſs, inform the Maſter or Miſtreſs thereof, and implicitly conform themſelves to the orders and regimon appointed by the pariſh ſurgeon and apothecary; and that

the Maſter and Miſtreſs take care that this rule be complied with.

X. That no perſon whatever, be allowed to ſmoke in bed on any account; and that all candles and fires, except ſuch as the Maſter and Miſtreſs ſhall conceive, neceſſary for the ſick, be diſtinguiſhed by the time hereby appointed for their being in bed.

XI. That no perſon, except ſuch as ſhall be rendered incapable by ſickneſs, be permitted to have their meals apart, but that the whole family breakfaſt, dine, and ſup together in the dining room, in the preſence of the Maſter or Miſtreſs; and that no proviſion be ſuffered to be taken out of the ſaid room. That grace be ſaid before and after every meal, by the Maſter or Miſtreſs, or ſome perſon appointed by them.

XII. That if any idle, ſlothful people, old or young, ſhall pretend themſelves to be ſick, lame, or blind, and under ſuch pretence, ſhall refuſe to work, the ſurgeon ſhall enquire thereof, and if it appear on his report, that ſuch perſons make falſe excuſes, they ſhall be ſeverely puniſhed as law and juſtice ſhall direct.

XIII. That every pauper do peaceably and quietly ſubmit himſelf, or herſelf, to obey and perform all, and ſingular the rules aforeſaid, and all, and ſingular ſuch other rules, orders, regulations, and directions as ſhall from time to time be made, or given by the Veſtry, Committee, Pariſh Officers, or Maſter or Miſtreſs; and that in caſe any pauper ſhall think

think himſelf, or herſelf any ways aggrieved, or ill treated, they be at liberty, and are hereby directed to make complaint thereof, and ſtate their caſe to the Committee, in order that ſuch regulation or order may be made as to the ſaid Committee, ſhall ſoon meet

GENERAL ORDERS reſpecting the Management of the Houſe and Poor.

I. That the Houſe, both above and below ſtairs be ſwept and aired every day, and thoroughly waſhed and cleaned once a week, by ſuch perſons as the Miſtreſs ſhall direct.

II. That the ſeveral meals be according to the weekly bill of fare, to be from time to time appointed by the Committee.

III. That the prayers and graces to be uſed in the houſe, be ſettled by the Miniſter.

IV. That the ſick and very infirm, inſtead of the common diet of the houſe, have ſuch as ſhall be directed by the ſurgeon and apothecary, as proper for their condition.

V. That each perſon be furniſhed with two ſets of neceſſary apparel, the worſt ſet for week days, and the beſt for Sundays; that the beſt be always kept by the Miſtreſs, and delivered out by her to the ſeveral people in the houſe, every Saturday evening, and received back by her every Monday morning immediately after breakfaſt; and that each perſon's apparel, as well linen as woollen, be marked with the initials of their name; and that all the pariſh

linen

linen be marked with the letters E. P. and numbered.

VI. That all the foul linen be washed every week, and that all possible care be taken to keep the people and children free from lice and filthiness, and the beds from bugs.

VII. That every person be allowed a clean change of linen and stockings, every Sunday; and that the beds be fresh sheeted every three weeks in Winter, and once a fortnight in Summer, or oftener, in case of necessity.

VIII. That all the paupers in the house be cloathed in a uniform.

IX. That the Committee, and Master and Mistress may be empowered in favour of such as behave well, to permit them to wear their own cloaths, if they have any. That a difference in the cloathing be made on behalf of such as shall be appointed in any wise, to superintend or instruct the others, and behave themselves well in their appointment.

X. That on no account whatever, any of the parish uniform cloathing be given, or sent out of the house, but that in case it shall be necessary to cloath any of the poor going therefrom, it shall be in a different manner.

XI. That the Master and Mistress be empowered to assign to each person their several employments for the day.

XII. That all the coals, candles, and other necessaries for the use of the house, be delivered out by the Master and Mistress only, and that the beer be drawn by one person appointed by the Master.

XIII. That

XIII. That for the encouragement of all to labour, and to be careful and induſtrious in the ſeveral employments that ſhall be aſſigned them, and to obſerve the ſeveral rules and orders of the houſe. The Maſter be empowered by the direction of the Committee to give ſuch allowances and rewards as to the Committee ſhall ſoon meet, and that certain domeſtic puniſhments, not repugnant to the laws of the land, be appointed for pilfering, lying, ſwearing, quarrelling, fighting, ſcolding, drunkenneſs, idleneſs, diſobedience, or other crimes, at the diſcretion of the Committee; and in caſe any perſon ſhall be guilty of any great offence, or ſhall not conform to the rules and orders of the houſe, after admonition from the Committee, that they be carried before a juſtice of the peace, and puniſhed with the utmoſt ſeverity.

XIV. That a Veſtry to be held yearly on *Eaſter* Monday, twelve at leaſt of the ſubſtantial inhabitants of this pariſh be choſen, who, together with the Vicar, Churchwardens, and Overſeers for the time being, ſhall be a Committee for the management of the ſaid houſe, and the poor therein. That the ſaid Committee meet on every Wedneſday, at Eleven o'clock in the forenoon, in the Committee room of the ſaid Workhouſe; and that the ſaid Committee, or any three of them have power to make ſuch further rules and orders, and give ſuch directions and inſtructions for the management of the houſe as they ſhall think needful; that the ſame for the greater

eaſe

eaſe of the Committee be formed into a rota of three for each week, but ſo as not to prevent any other Committee-man from attending.

XV. That the maſter and Miſtreſs do at every Committee meeting, inform the Committee of the true ſtate of the houſe and of the poor therein; and that all the books, bills, and vouchers be produced at every Committee.

XVI. That all bills for proviſions or goods delivered to the houſe, or for work done thereat, be inſpected and examined by the ſaid Committee, and ſigned by the perſons ſo inſpecting and examining the ſame, and produced to the next monthly veſtry, that the ſame may be ordered for payment; and that it be a general direction to all tradeſmen to deliver in their bills monthly.

XVII. That the ſaid Committee have power to purchaſe all ſuch things as they ſhall think needful for the uſe of the houſe, or the poor therein.

XVIII. That every order and tranſaction of the Committee be entered in the Committee book. That the houſe be always open to the inſpection and direction of any of the Officers or Committee; and that any inhabitant of the pariſh paying rates, may at all times be at liberty in the preſence of the Maſter or Miſtreſs, to inſpect ſuch Committee book, and the ſituation of the houſe; and in caſe he ſhall think proper to enter his obſervations therein, or may attend at any Committee meeting,

meeting, and give his opinion on any ſubject before the Committee.

XIX. That theſe rules and orders be printed and afterwards hung up in the Dining and Committee rooms of the houſe, and in the Veſtry room, for all perſons to ſee and peruſe; that they be read over by the Maſter to every perſon of years of diſcretion, at their admittance into the houſe, and to the whole family on the firſt Sunday in every month, in order that no perſon may plead ignorance thereof; and that each of the Committee have a printed copy given him when choſen.

And the Committe further report,

That on inſpecting the Workhoſe of *Cheſhunt*, this Committee found that the number of poor amounts to about eighty-one on an average, being about the number in the Workhouſe of this pariſh.

That ſuch of the men as are capable, are employed in brewing, baking, the care of the garden which is very extenſive, or in doing work for the farmers at ſix-pence per day, and in wet weather for making ſkewers for the butchers, which ſkewers are ſold at one ſhilling per thouſand, and are made of prick wood, and yield a profit—The great object being keeping them always employed.

That the boys are employed in ſpinning wool and yarn, which wool and yarn are furniſhed by a woolcomber, who takes the ſame when ſpun, and allows a penny per ſkain, with a deduction of 4-pence in every ſhilling, being

being 12 ſkains for 8d. which yields to the pariſh from £.30 to £.45 per annum.

That ſome of the girls in the houſe are employed in ſpinning of flax, which is afterwards made up and woven, and furniſhes the houſe with all the ſheeting and coarſe ſhirts, ſhifts, and linen; and the other girls in ſpinning the ſame as the boys.

That the ſmall children, as well boys and girls, are employed in knitting the ſtockings uſed in the houſe, and furniſh all that are wanted.

That the women are employed in ſuperintending the ſpinners, keeping the houſe clean, and other neceſſary employments, as nurſing, waſhing, &c.

That the internal management of the houſe is under the direction of a Maſter and Miſtreſs, who have allowed them from amongſt the paupers, a Schoolmiſtreſs, who hears the children, both boys and girls to read twice each day, the large boys being taught by the maſter; alſo, a man to bake and cook, and a ſcullion under him; alſo a Miſtreſs for the knitters, a winder who is ſuperintendant of the flax ſpinners, and winder and a ſuperintendant of the wool and yarn ſpinners.

That the following rewards are allowed, viz.

To the men that go out to work with the farmers or others, nothing. The charge being only 6d. in order that the employer may make them allowance agreeable to their deſerts.

To the baker 1s. per week.

To the gardener 1s. per week.

To the ſhoemaker 1s per week.

To

To the ſchoolmiſtreſs 10d. per month.

To the knitting miſtreſs, the winders, and ſuperintendants, 10d. per month each.

To the head ſpinning miſtreſs, one ſhilling per month each.

To the waſhing women when waſhing, two pints of ſtrong beer.

The delinquents are puniſhed by ſtopping a meal or two, confinement in a dark hole, or by beating hemp, according to the offence, under the direction of the Committee.

That all the cloaths are bought in the piece, cut out and made in the houſe by the miſtreſs, with the aſſiſtance of the people in the houſe, as well the womens and girls, as the mens and boys.

That leather breeches are provided for men and boys in the houſe, at 4s. per pair. The mens and womens ſhoes are bought by the doz. viz. womens and girls at 2s. 10d. and mens and boys at 3s. per pair.

That the houſe is ſwept and cleaned every day, and thoroughly waſhed once a week.

That the flour uſed is good ſecond, baked once per week in winter, and three times per fortnight in ſummer.

That all the paupers eat in the dining room without any allowance, each perſon having as much as he or ſhe can eat. The allowance of cheeſe being from one to two ounces each perſon; and that they are allowed meat four times per week, but this Committee think three meat days ſufficient.

That no perſon is permitted out of the houſe without an order, and notice is taken when they go out and come in.

That the butchers reſiding in the pariſh, ſupply the houſe monthly by rotation, at a given price.

That the coals are bought ten chaldron at a time, and the allowance according to neceſſity.

That the candles are bought by the dozen.

The cheeſe, the linſey woolſey, the check, and all other neceſſaries are bought by the Officers, in the wholeſale way, and at the beſt hand.

That all accounts are kept as per ſketch.

That the duty of the Maſter and Miſtreſs is to ſuperintend the whole buſineſs of the houſe, and every tranſaction therein, to keep all accounts, and to conform to the ſeveral orders appointed by the Committee, and to keep an account of every thing received into, and uſed in the Workhouſe, and how expended.

That the wheels uſed by the girls in ſpinning of flax, are upon a ſimple but very improved conſtruction, and enables each perſon to ſpin two threads at once, and with the ſame or leſs trouble than one in the common way.

That the pariſh officers of *Cheſhunt* having kindly declared, that they will aſſiſt the Officers of this pariſh with every information for ſettling of the poor, that they are capable of affording.

All which things this Committee doth refer to the Veſtry for their approbation; and do furthur recommend, that the Committee to be choſen on *Eaſter* Monday, do diligently attend at the great point in ſettling and maintaining good

good order and regulation in the houſe; will depend on the frequent and conſtant attendance, care, and unanimity of the Committee.

And this Committee do earneſtly requeſt, that it may be a ſtanding order of Veſtry, that all perſons relieved out of the houſe, with a weekly or other allowance, (unleſs for temporary relief,) be compelled to wear on the right ſhoulder, a pariſh badge of red cloth, of the length of two inches at the leaſt.

FINIS.

good order and regulation in the house will depend on the frequent and constant attendance, care, and unanimity of the Committee.

And this Committee do earnestly request, that it may be a standing order of Verity, that all persons relieved out of the house, with a weekly or other allowance, (unless for temporary relief,) be compelled to wear on the right shoulder, a parish badge of red cloth, of the length of two inches at the least.

FINIS.